



New Jersey Department of Children and Families Policy Manual

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SUBJECT: Use of Cellular Telephones by Department of Human Services (DCF) Regional School Staff

EFFECTIVE DATE: November 30, 1999

A. OBJECTIVE

To ensure the appropriate use of the cellular telephones assigned to DCF Regional School staff.

B. STANDARDS

1. Any employee assigned the use of a cellular telephone and the Educational Supervisor (ES) at each Regional School shall be responsible for its safe and proper use in accordance with the DCF Policy 022-2008 - Management and Utilization of DCF Issued Wireless Devices and Cell Telephone Usage.
2. Cellular telephones assigned to staff at DCF Regional Schools shall be used strictly for job-related business such as bus drivers summoning emergency services and the police and calling the Regional School to advise of any problems or changes concerning pick-up or drop-off of any student.
3. The use of cellular telephones for State business shall be permitted during emergency situations at Regional Schools such as power outages or disruption of the regular telephone service in the schools.

C. PROCEDURES

1. The unofficial use of cellular telephones shall be construed as misuse of the State's resources.
 - a. Incidents of misuse may result in disciplinary action.
 - b. The Regional Coordinators of Transportation shall review invoices on a monthly basis for unofficial calls made on each telephone to insure the State's resources are not violated.
 - c. Employees shall reimburse the State for any unofficial calls made on the cellular telephone, via a check to the Department of Treasury, State of New Jersey.
2. Any employee assigned the use of a cellular telephone and the ES shall be responsible for the security of the cellular telephones which shall be locked in a cabinet after working hours and when not in use.
 - a. Cellular telephones shall be kept in the possession of the staff to whom the cellular telephone has been assigned during working hours.
 - b. Cellular telephones shall not be left in vehicles or given to other persons to use.
 - c. If a cellular telephone is lost, stolen or damaged, an unusual incident report shall be completed and forwarded to the appropriate Regional Administrator and Regional Coordinator of Transportation. The Regional Coordinator of Transportation shall immediately report the circumstances of the incident to the Office of Information Systems – Telecommunications.
3. An up-to-date cellular telephone inventory shall be maintained by the Regional Coordinators of Transportation.
4. Each Regional School shall be assigned a spare cellular telephone to replace those in need of repair. A dated record of reassigned telephones shall be maintained by the Regional Coordinators of Transportation.

John W. Lewis
Director